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Department of Defense Instruction

ASD(HA), ASD(MRA&L)

SUBJECT: Defense Enrollment Eligibility Reporting System Procedures

- References:
- (a) DoD Directive 1341.1 "Defense Enrollment Eligibility Reporting System (DEERS)," October 14, 1981
 - (b) DoD 5025.1-M "DoD Directives System Procedures," April 1981, authorized by DoD Directive 5025.1, "Department of Defense Directives System," October 16, 1980
 - (c) DoD Directive 5000.11, "Data Elements and Data Codes Standardization Program," December 7, 1964
 - (d) DoD Instruction 5000.12, "Data Elements and Data Codes Standardization Procedures," April 27, 1965
 - (e) through (i), see enclosure 1

A. PURPOSE

This Instruction further delineates the procedures and responsibilities for the Defense Enrollment Eligibility Reporting System (DEERS) that are prescribed in reference (a), and, thereby, establishes the DEERS Steering Group, the DEERS Steering Group Secretariat, the DEERS Program Office, the DEERS Work Group and Work Group Committees, and the Configuration Control Board (CCB).

B. APPLICABILITY AND SCOPE

1. The provisions of this Instruction apply to the Office of the Secretary of Defense (OSD), the Military Departments (including the Coast Guard when it is operating as a Military Service in the Navy), and the Defense Agencies (hereafter referred to collectively as "DoD Components"); to the Coast Guard when it is not operating as a Military Service in the Navy (under agreement with the Department of Transportation); and, under agreements with the Departments of Health and Human Services and Commerce, to the Commissioned Corps of the Public Health Service and the Commissioned Corps of the National Oceanic and Atmospheric Administration, respectively (hereafter referred to as "other Uniformed Services").

2. With regard to representation on the DEERS Work Group and Work Group Committees, "DoD Components" includes the Office of the Assistant Secretary of Defense (Health Affairs) (OASD(HA)); the Office of the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) (OASD(MRA&L)); the Office of the Assistant Secretary of Defense (Public Affairs); the Military Departments (including the Coast Guard when it is operating as a Military Service in the Navy); the Defense Communications Agency; the Defense Logistics Agency/Defense Manpower Data Center (DLA/DMDC), hereafter called "DMDC"; and other offices or agencies designated by the DEERS Program Manager.

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C. DEFINITION

DEERS Program Components. The DEERS Enrollment and Eligibility Systems (see subparagraph D.1.b.(1) of DoD Directive 1341.1, reference (a)): the DD 1172 Interface System (in which information is provided by the Military and other Uniformed Services to the DEERS Enrollment Processing Center); the Enrollment System, managed by the DMDC; and the Eligibility System, managed by the OASD(HA).

D. ORGANIZATION AND MANAGEMENT

1. The DEERS Steering Group shall:

a. Consist of at least Deputy Assistant Secretary of Defense (DASD)-level representatives from the OASD(HA), the OASD(MRA&L), and the Office of the Assistant Secretary of Defense (Comptroller) (OASD(C)).

b. Be chaired, on a rotating basis, by a representative from the OASD(HA) or from the OASD(MRA&L), at intervals agreed upon by the Assistant Secretary of Defense (Health Affairs) (ASD(HA)) and the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) (ASD(MRA&L)).

2. The DEERS Steering Group Secretariat shall:

a. Consist of Directorate-level representatives from the OASD(HA), the OASD(MRA&L), and the OASD(C). Membership from other DoD Components and DEERS Program Components shall be appointed as needed.

b. Be chaired by the Director of Automated Systems, Information, and Research, Office of the DASD (Program Integration), OASD(MRA&L).

3. The DEERS Program Office shall:

a. Consist of staff-level representatives from the personnel, medical, automated data processing and communication, and administrative areas.

b. Be directed by the DEERS Program Manager, who is appointed by the ASD(HA) and the ASD(MRA&L).

4. The DEERS Work Group shall:

a. Consist of representatives from DoD Components and other Uniformed Services. Work Group Committees and development contractors may advise the DEERS Work Group in their areas of expertise.

b. Be chaired by the DEERS Program Manager.

5. The Work Group Committees shall:

a. Consist of functional representatives from DoD Components and other Uniformed Services. Development contractors may advise the committees in their areas of expertise.

b. Be chaired by appointees of the DEERS Program Manager.

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6. The Configuration Control Board shall:

- a. Consist of representatives from the OASD(HA), OASD(MRA&L), DEERS Program Office, and DMDC. DEERS Work Group, Work Group Committee members, and other DoD Components may serve as advisors to the CCB, as needed.
- b. Be chaired initially by the Chief of the DMDC. Thereafter, the chair shall rotate among members, as agreed upon by the DEERS Steering Group.

E. FUNCTIONS AND RESPONSIBILITIES

1. The Assistant Secretary of Defense (Health Affairs) and the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) jointly shall establish overall policies and procedures for DEERS, and, individually shall establish procedures and guidance in their specific areas of responsibility.

2. The DEERS Steering Group shall review and approve the DEERS program, shall establish major program goals and milestones related to significant revisions of the DEERS program, and shall provide direction to the DEERS Program Manager.

3. The DEERS Steering Group Secretariat shall:

- a. Perform secretarial functions for the DEERS Steering Group.
- b. Advise the DEERS Steering Group.
- c. Monitor the progress and implementation of DEERS Steering Group directions.
- d. Assist the DEERS Program Manager in coordination of routine staff and planning matters.

4. The DEERS Program Office shall:

- a. Assist the DEERS Program Manager in developing and implementing plans and procedures to execute and maintain DEERS policy.
- b. Execute and maintain DEERS policy.
- c. Provide administrative and analytic support to the DEERS Steering Group and Steering Group Secretariat.

5. The DEERS Program Manager, under the direction of the ASD(HA) and the ASD(MRA&L), through the DEERS Steering Group, shall:

- a. Manage the overall DEERS program and provide guidance to DEERS Program Components.
- b. Direct the DEERS Program Office.
- c. Develop and maintain DoD 1341.1-M, "Defense Enrollment Eligibility Reporting System (DEERS) Program Manual," consistent with the provisions of DoD 5025.1-M (reference (b)), as authorized by DoD Directive 1341.1 (reference (a)).

- d. Establish and coordinate systems interface requirements for other DoD program managers needing DEERS data access, such as those in the Military Services' personnel and finance offices, the new Identification Card system, the Civilian Health and Medical Program of the Uniformed Services (CHAMPUS), the Tri-Service Medical Information Systems (TRIMIS) Program, and food service, commissary, and exchange systems.
 - e. Ensure that data element registration policies and procedures are consistent with the provisions of DoD Directive 5000.11, DoD Instruction 5000.12, and DoD Instruction 5000.18 (references (c), (d), and (e)).
 - f. Ensure that DEERS Automated System Life Cycle Management procedures are consistent with the provisions of DoD Directive 7920.1 and DoD Instruction 7920.2 (references (f) and (g)).
 - g. Analyze program costs and perform cost and benefit analyses and planned and actual cost analyses.
 - h. Submit, to the DEERS Steering Group Secretariat, for OSD staffing and DEERS Steering Group approval, planning, program, and proposed policy changes that would deviate significantly from the approved DEERS functional baseline or 10 percent or more from approved schedules and resource levels.
 - i. Establish and chair the DEERS Work Group.
 - j. Establish Work Group Committees and appoint chairmen or chairwomen for them.
 - k. Resolve day-to-day problems with DoD Components, other Uniformed Services, DEERS Program Components, and the DEERS Steering Group Secretariat.
6. The DEERS Work Group shall advise the DEERS Program Manager, resolve interservice issues, and perform day-to-day liaison with the DoD Components or other Uniformed Services to ensure successful DEERS implementation and maintenance.
7. The Work Group Committees shall advise and support the DEERS Work Group and the DEERS Program Manager.
8. The Director, Defense Logistics Agency (DLA), or designee, shall establish and coordinate CCB activities.
9. The Configuration Control Board shall provide technical advice and proposals to the DEERS Program Manager. In discharging this responsibility, the CCB shall follow the basic concepts for configuration management of embedded software, consistent with DoD Directive 5000.29 (reference (h)).
- a. The CCB shall establish and maintain a configuration baseline approved by both the Chair of the CCB and the DEERS Program Manager.
 - b. Management and technical decisions requiring deviation from the baseline shall follow operating principles and management requirements prescribed in DoD Directive 5010.19 (reference (i)).

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10. The Heads of DoD Components and Other Uniformed Services shall:

- a. Appoint an overall DEERS Project Officer at the headquarters level to serve on the DEERS Work Group.
- b. Appoint project officers to serve on Work Group Committees, as needed.
- c. Ensure that base-level DEERS project officers are appointed and given the function of coordinating, executing, and maintaining base-level DEERS policies and procedures on a continuing basis.
- d. Comply with this Instruction

F. RESOURCE MANAGEMENT

1. The ASD(HA) and the ASD(MRA&L), or their designees, jointly shall program for the DEERS Program Office. DEERS shall be funded in two program segments:
 - a. The Director of DLA, or designee, shall program for all DEERS Data Entry and Enrollment System activities.
 - b. The ASD(HA), or designee, shall program for DEERS Eligibility System operations and long-line communications.
2. The ASD(HA), or designee, shall provide routine administrative support to the DEERS Program Office, as needed.

G. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Forward two copies of implementing documents to the Assistant Secretary of Defense (Health Affairs) and to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days.

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Enclosure - 1
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REFERENCES, continued

- (e) DoD Instruction 5000.18, "Implementation of Standard Data Elements and Related Features," March 17, 1969
- (f) DoD Directive 7920.1, "Life Cycle Management of Automated Information Systems (AIS)," October 17, 1978
- (g) DoD Instruction 7920.2, "Major Automated Information Systems Approval Process," October 20, 1978
- (h) DoD Directive 5000.29, "Management of Computer Resources in Major Defense Systems," April 26, 1976
- (i) DoD Directive 5010.19, "Configuration Management," May 1, 1979